
Appendix 2.

A sample letter inviting students to apply for a newly established Youth Council.*

Dear Parent/Guardian,

The City of _____ is proud to announce a new and exciting opportunity for rising 8th - 12th grade students. The city's new **Youth Council** will provide our youth an opportunity to increase their knowledge of civic education through practical hands-on experience. The Youth Council will be composed of 20 8th - 12th grade students who will be charged with representing youth in the City of _____.

The Youth Council will:

- Involve youth in local government through participation on local boards and committees;
- Increase youth voice and communication in _____'s future direction;
- Increase volunteerism among youth and adults in civic affairs; and
- Enhance civic education through teacher training.

Youth Council members will be selected through a competitive application process. An ideal Youth Council will be composed of a diverse group of young people that represent ALL youth in _____. Our primary criterion for selection will be a demonstration that the young person wants to make a difference here in _____ – and we will give them an opportunity to do just that.

Seventeen of the Youth Council members will be voting members from the 9th - 12th grades, and three will be non-voting Youth Council apprentices from the 8th grade. These 8th grade members will take part in all Council activities and learn the role of a Council member so that they can assume the role upon entering the 9th grade. All members will be required to attend monthly meetings.

We will be distributing Youth Council applications through the schools in early August, when the students return to school. Applications will be due in _____, with our first meeting in _____. Please discuss this exciting opportunity with your rising 8th grader or high school student and encourage them to apply for service on the Youth Council.

If you have additional questions about the _____ Youth Council, please contact John Doe at: 555-555-5555 or _____@generic.gov.

Sincerely,

*The above letter is based on a letter from Greene County, North Carolina. It has been modified for League members.